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ABSTRACT

This working paper provides suggestions and considerations for anyone contemplating the electronic collection of data on foreign scholars (as distinct from international students). It is noted that, because the Immigration and Naturalization Service requires employment verification and immigration information such as country of citizenship and visa status, as well as personal information, the need for a system that will effectively store and retrieve this information becomes critical. A broad working definition of "foreign scholar" for purposes of data collection is suggested; such a person would be any individual who is not a U.S. citizen or permanent resident, who is engaged in scholarly activity, and who is not engaged primarily in a student activity at the institution. The kinds of information required for such persons are listed in detail under three headings--personal, immigration, and personnel information. Sources of such information are suggested, as well as ways to ensure the privacy and security of information and verify data. The system in use at the University of Wisconsin is then described, and eight appendices offer a closer examination of the structure of the database. They include a transaction screen, definitions of some of the variables used, a visa code edit table, a country edit table, definitions of visa types and foreign specific data elements, and requests for printed output. Also appended is a paper entitled, "Foreign Scholars in the U.S. Who are they? Where are they? What are they doing here?" (Heather Olson Pilkington, 1988). (DB)

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DATA COLLECTION FOR FOREIGN SCHOLARS

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May 1989

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Data Collection for Foreign Scholars

The objective of this paper is to provide suggestions and considerations for anyone contemplating electronic collection of foreign scholar data. It is intended to be a supplement to Computer Systems for International Education which was prepared by the Interassociational Committee on Data Collection (NAFSA, 1985).

Why Collect Specific Data on Foreign Scholars?

As fewer and fewer U.S. students enter graduate school programs, the demand for qualified foreign researchers, scientists and professors continues to grow. Coupled with the increasingly complex Immigration and Naturalization Service requirement to verify employment, maintain accurate records and process timely applications, the need for a system that will effectively store and rapidly retrieve information becomes critical. In addition, administrators should be provided with statistical evidence to demonstrate the volume of work you are performing. Researchers, national data collection centers and the press could be provided with accurate reports on the population of scholars served by your institution or participating in activities at your institution or sub-groups of that population. Just mention the possible fines for employing a undocumented worker, and see if administrators on your campus begin to see the benefits of collecting data on foreign scholars.

Defining "Foreign Scholar"

This is possibly your most important and most difficult task. In the process of defining foreign scholar it is important to consider your specific needs and objectives in developing a data base. Why have you decided to electronically collect this data? How will you use the data in general and the specific data elements you have decided to include in your data base system? What types of output are you planning to develop and what uses would you have for that output?

Next consider ease of data collection. How easy will it be to develop, maintain, modify and interact with this data? Unlike international student data the scholar is an elusive element. The visiting scholar does not register, generally, is not necessarily payrolled, does not usually come at a specific time during the year or stay for a easily defined period of time.

The broadest possible solution would be to collect data on any individual who is not a US citizen or permanent resident who is engaged in a scholarly activity, and who is not engaged primarily in a student activity at your institution. This population in its broadest sense could include somebody coming for two days of lectures, somebody being hired as a visiting professor, visiting scientist, researcher, a post-doctoral student, an F-1 practical trainee or any other variation on the scholarly research program including Fulbright scholars, B-1/B-2 visitors and others. As a population there would be significant difficulties in determining who is here, when these people arrive, when these people leave and exactly what this population means to you in terms of reports you might produce. Do you need data on all elements of this population? Would you include data on people coming for one or two days of lectures or those you neither have

contact with nor responsibility for, be an unnecessary record keeping burden or effect the significance of statistical reports? There are some very difficult decisions to be made at this point and unless they are made carefully with consideration of the difficulties involved in maintaining this data and the usefulness of the data you may end up with a data base neither useful nor very accurate.

One possible definition of foreign scholar might include those people for whom your institution issues immigration documents; the IAP-66 for a J-1, an I-129B for an H-1, or practical training endorsement for an F-1, etc. This population is somewhat controllable in the sense the institution is issuing immigration forms. Your population could be expanded based on the availability of data on other populations. It may be valuable to develop a coding system that would allow for statistical analysis of each sub-population you define (i.e. J-1's issued by other sponsors verses institutionally issued J-1's).

When considering expanding your data base beyond those people for whom you have immigration control, the considerations of accuracy of arrival/departure data and relevance of collecting data on these people in terms of the interaction with your office or responsibilities for maintenance of status should be considered. The questions really is, when reports are generated based on this data what claims are being made concerning these statistics. Are you stating that these people have at some point during the last year or during a particular period of time shown up on your campus and participated in activities or are you making a more specific claim that these people are part of the workload of your office? Just because it is easy to collect data on specific populations one must also consider the relevance of the data that is collected and whether it is necessary for accurate record keeping and valuable for output. This data base may also reflect your level of I-9 responsibility.

What Data to Collect

FOREIGN FACULTY DATA COLLECTION
PERSONAL DATA

Name	Form should request full legal name as written on the passport. System should be able to accommodate persons with only one letter names, names that are longer than typical American names (**up to 40 characters**), and name formats which differ from that used in the United States (multiple words,hyphenated).
Permanent Address	Address in the home country. Allow sufficient space for foreign addresses, which can be 4 Or 5 lines long, including the country. Provide separate line for the country in address printout programs. Postal code fields should allow for letters as well as numbers. **Foreign addresses require 5 lines with 32 characters each.**

Mailing Address	If different from permanent home address. Could be used to generate mailing labels.
Campus Address	Departmental address, including building code.
Telephone Number	Home and office
Identification Number	The U.S. Social Security number or an assigned/generated number.
Gender	Male or female.
Date of birth	Specify the order in which the month, day, and year should be listed. Some will not know the month and day of their birth. DD/MM/YY is one suggested format.
Birth Place	City and country should be separate data items to allow for sorting by country.
Religion	Optional. Information on religious preference may be important for planning testing schedules and meals.
Marital Status	Married or single.
Number of Dependents in U.S.	Other information on spouse and dependent children such as name, date of birth, and visa type could be included.
Emergency Contact in U.S.	Name, address, telephone or telex number.

Emergency Contact in Home Country Name, address, telephone or telex number. Requesting country and city telephone codes as well as the number can be helpful for overseas numbers.

IMMIGRATION INFORMATION

Country of Citizenship	Country of passport carried. Be sure country codes used can be easily updated and cross-referenced as names of countries change. Use standardized numeric country codes.
Country of Legal Permanent Residence	This may be different from country of citizenship and country of birth.
Passport Number	**15 characters.**
Passport Expiration Date	In most cases, except for Canadians, refugees or permanent resident aliens, permission to remain in the U.S. legally, depends on holding a valid passport.

Current Visa Status	Such as A-2, B-2, F-1, J-1, M-1, PR, etc. System should allow for status of refugee, asylee, or parolee for determination of eligibility for benefits. Allowance should also be made for pending visa status and visa history.
J Program Number	Allow for history.
Place Visa Issued	**32 characters.**
Date Visa Issued	
Visa Expiration Date	
Expiration Date of I-94	Some Forms I-94 have expiration dates and some indicate duration of status (D/S). Record should allow for either notation.
Pending Visa Transactions	Flag to show change of status application pending.

PERSONNEL DATA

Department	Lab, department, institute in which employed or engaged in research. Could be listed by departmental billing code. Include department contact person.
Position/Title	Both in U.S. and home country
Field	Based on J-1 field codes.
U.S. Arrival Date	
Current Position Ending Date	Also history of starting and ending dates.
Current Status	Prospective, current, terminated.

Be sure to make 'visa type' an historical data element, that is, a record that would chronologically store all additions to the record. This would show any changes in visa type during the scholar's stay at your institution, indicating the change of visa type and the date the visa type was changed. This can help your office in tracking the progression from one visa category to another and protect your office if there is some question as to how long an individual was in a particular visa category and the appropriateness of a scholar changing from one visa category to another.

It is recommended that, in developing codes, the institution use standardized codes that have already been developed and that would be most efficient in data entry and data sorts. For example, it is much more efficient and faster to use a numeric code rather than a alpha numeric code. A conversion table can be developed so that it is possible to produce a report or to sort by other codes.

For country code we recommend those used in the IIE census for the production of "Open Doors" and "Profiles", with a conversion table for the alpha codes used in preparing IAP-66 forms. Similarly field codes may be taken from the Exchange Visitor Program. For the title and position codes you may want to consult your personnel or payroll office to determine whether institutional codes have been developed and are possibly convertible to any national standardized codes that those offices use for external reports.

Talking to Others on Campus

At this point you may wish to consider what data is already collected on these populations, how that data is collected and who has control of that data. Contact the personnel office, payroll office, academic dean's office for particular colleges or particular programs and individual departmental offices that may control the appointment or I-9 records of visiting scholars or other research type people.

At each university this process is handled differently. You may find it possible to convince the personnel or payroll office to add visa type, country code or other elements to their data base which would make it easier for you to identify these foreign individuals. Or they may already have data elements which might give a clue to whether some of these individuals are non-US citizens or permanent residents, such as permanent home address, or tax status. Also if data concerning the IRCA regulations I-9 procedures is recorded in the data base you may have a clue to the identity of some of these individuals by the variables indicated in that section of the data base.

Talk to these people, even if they do not have foreign specific data elements, they have been maintaining records on employees at your university much longer than you have and therefore might be able to give you some helpful recommendations. Ask about difficulties they have had that might assist you in more effectively maintaining a data base for international scholars. Through discussions with them you might work out a compromise situation where they expand their data base to include your data elements or provide printouts or other information that would be of assistance in developing or maintaining your records.

Developing an Information System

Once you have determined what definition of visiting scholar and population you are going to target and decided what data elements are going to be included in your data base it is time to actually develop the data base or modify an existing data base to include those elements that you determined are appropriate. There are a number of packaged data base systems and these could save you a great deal of time and effort in setting up a data base. You must consider the flexibility of these programs and determine whether they will be able to effectively meet your needs in terms of both the range of variables allowed, accessibility, and the volume of records that the data base will be able to maintain. You must also consider not only the current population but whether your data base will be an historical record. Will you continue to maintain records for those individuals after they have left your institution and how long you will maintain those individuals on your data base?

Many data base managers recommend that you maintain those records forever. That could be done either by archiving records or maintaining interactive records on your data base. Considering the volume this could represent over an extended period of time. Consider whether the system will be able to maintain that number of records and the gradual slowing of your response time because of the large volume of records that are actively being maintained in your system. It is recommended that before you purchase a packaged data base system that you try it out, read the literature and ask the vendors for the names of people in your field who have already purchased the package. Call them up and ask them how effective they think that package is for their data base. Consider how similar your population is to theirs and draw conclusions based on the results of all of these elements.

The other option would be to convince the personnel or payroll office to incorporate the appropriate foreign scholar data elements into their central data base system. This must be approached very carefully to ensure that your office maintains control over those elements and that appropriate access to the other relevant data elements such as appointment dates, titles of the position and addresses that are controlled by the personnel/payroll office would be available for your for both on-line access and reporting requirements. Also be sure that you would be given sufficient programming priority to produce and modify the basic data elements and the reports in a timely fashion and to respond to changes in regulations or reporting needs.

There are significant benefits to an on-line system in that the system is being maintained with the assistance of a number of other parties on campus. The accuracy and timeliness of the data should be significantly greater because of the number of individuals with knowledge of various aspects of this person's stay on campus are assisting you in maintaining this data base. The major disadvantages are the fact that you do not have total control over this data base and would not necessarily be able to effect changes or develop reports as rapidly or with as little interference from other individuals as you would if you controlled your own personal system.

Privacy and Security

Whether you are sharing a data system or maintaining an in-house data base, privacy and security of the data is vital. Citizenship and visa type are very sensitive items and should be accessible to a very limited few. To ensure privacy develop clear guidelines as to what information is released to whom. To protect the security of the system, use passwords and make sure that only authorized users can access or change the data.

Data Verification

Maintaining data base elements for foreign scholars is a difficult task. It is very easy to determine when an IAP, for example, was issued for an exchange visitor to begin a program but more difficult to determine when the individual arrived on the campus and actually began his/her program. It is important to develop a system of reporting to know when this individual arrived and when the program was terminated. This involves a great deal of coordination with individual departments and research units on your campus and possibly access to

on-line data bases maintained by other units on the campus such as the payroll office to determine when the individual was initially placed on the payroll and when the individual terminates status as an employee of the university.

The University of Wisconsin System

The University of Wisconsin data base system is a comprehensive, on-line system whereby individuals from academic hiring units, and administrative units as well as the Payroll and Benefits Services, Faculty and Staff Development (personnel), and the Office of International Students and Faculty can access and modify data elements that are within their jurisdictions. The initial input in the data base system begins when an academic unit enters information concerning a new position or a position vacancy on the 'position' file of the system. After the letter of appointment is issued that individual is entered on the 'person' file in the data base by the appointing authority and the 'person' file is linked to the corresponding 'position' file. At this point the initial data on this person is entered into the system. If this individual is a foreign scholar the immigration information would be entered on the data base by the Office of International Students and Faculty when the appropriate immigration forms are processed.

When that person arrives on campus the remaining data elements are entered to activate this person's record as a current employee at the University of Wisconsin. The same procedure would be followed whether the individual was being offered a salaried position or a zero dollar appointment. The only difference would be that the payroll record would be activated if this person is salaried at the university.

The payroll record includes information on treaty agreements and other tax information relevant to international employees. The computer would automatically evaluate the stored information on treaty agreements against country code and visa type and converts those to a code instruction the payroll office computer what the appropriate social security withholding and tax status would be for this individual. Monthly reports are generated listing new and terminated foreign scholars employee to maintain accurate, up-to-date records on the current foreign scholar population at the university. Also regular statistical reports are generated as well as reports sorted alphabetically, by hiring unit and by country of citizenship. These printouts are used by the Office of International Students and Faculty as hard copy reports for reference. Data elements are updated regularly by the unit with jurisdiction over specific data elements. For example, the hiring unit or the payroll office would have the ability to change the telephone number and address information but only the International Students and Faculty Office would have authorization to change visa type, country code or I-9 verification information. The I-9 verification information is completely separate from visa and country code information so that an individual could have the visa and country information entered and I-9 information not verified if that individual used identity and employment documents other than immigration records. This would also allow for those people who had begun their employment at the university prior to the inception of the Immigration Reform and Control Act.

The country information utilizes codes developed by the university but those codes can be converted to the country codes used by Open Doors so that the

population can be sorted by area of the world or statistically evaluated by various regions of the world as is done with Open Door statistics. There is also a conversion table for the country codes used by the State Department in the coding of IAP-66.

The following are definitions of some of the variables, transaction screens, and other documentation we submitted to data processing people to develop the system.

In order to understand the sturcture of the data base and possibly apply ot to the concepts to your own data base, the following appendices are included.

Appendix A - The transaction screen - VISA INCLUDES the three basic identifiers name, person ID and date of birth. The third line beginning eligibility is the I-9 data. The date the I-9 was signed, the department and the next line the person ID number for the departmental contact. The middle of the screen contains the visa information and can be entered independent of I-9 information. The third section is employment and tax information which is interactive with payroll data.

Appendix B - defines some of the variables used.

Appendix C - is a visa code edit table and tax status information which is maintained by the Office of International Students and Faculty and the Payroll Office.

Appendix D - is one page from the country edit table showing conversion tables from varying sources.

Appendix E - is five pages of definitions and edits that were developed by our office to submit to the data processing personnel for developing the data base.

Appendix F - is two pages defining visa types and the tax and employment implications of each.

Appendix G - is three pages of additional definitions of foreign specific data elements.

Appendix H - two pages of requests for printed output.

These appendices should give some ideas of possible data elements their definition s which you might consider in using in your data base. There are also intended to give you an idea of how data definitions requests could be formatted to submit to a data processing office.

Designing a data base for foreign scholars is a complex and challenging process it must meet the unique specifications of your institution and data system. We hope that information presented will assist you in beginning this task. Good luck!

STARTING, BYPASSING THE MENU:

As you become more familiar with the transaction, you will probably choose to bypass the menu. Bypassing the menu saves time and money.

Key in: VISA (space) (Person-ID or Payroll-ID)
Example: VISA 12345
Press: ENTER

System Response:

```
NAME  DOE, JANE W.                          PERSON ID 00012345    BIRTH  02/15/1962
** DO NOT RELEASE **
 ELIGIBILITY 3  CERT DATE 01 01 1987  I-9 DEPT A484600  (L&S/INST-RES ON POV)

 VISA INFORMATION       CONTACT 00005077  (SMITH, JONATHON A.)
 TYPE  BEGIN DATE    END DATE   PURPOSE  COUNTRY                WORK AUTH EXP DATE

_ PP   01 01 1987   01 01 1988     R     692 (NEW ZEALAND)          01 01 1988
  F1   01 01 1986   01 01 1987     S     692 (NEW ZEALAND)
  F1   01 01 1985   01 01 1986     S     692 (NEW ZEALAND)


 TAX STATUS: FED M 01  STATE M 01       TAX TREATY N  TAX RULES: FED Y  STATE Y
                                                                  SOC SEC Y
APPT ID   BEGIN DATE   END DATE     %       TITLE        MAJOR DEPT
00051322  01 01 1987                100      E05LN        A484600
                                  (ASST RESEARCHER)      (L&S/INST-RES ON POV)
00041250  01 01 1986  01 01 1987     50      94870        A484600
                                  (STUDENT HELP)         (L&S/INST-RES ON POV)


NEXT: _____________________________________________________   TP EXIT _____

1=HELP 2=ERR 3=STOP 4=W4EN                                          11=EXIT
```

VISA Main Screen

Provided the person exists in the database, and you are authorized to view/change this person's information, you will receive a main screen as above; otherwise, you'll receive a menu screen with an error message at the bottom.

The cursor will be positioned in the first enterable field of the main screen -- I-9 ELIGIBILITY.

APPENDIX B

EDITING RULES DURING UPDATES

The VISA transaction automatically enforces the following edit rules before allowing a database update:

Visa information can be entered without I-9 information. If I-9 ELIGIBILITY is entered, then I-9 CERTification DATE, and the responsible University DEPARTMENT must also be entered. Enter the department as a UDDS code.

Depending on the I-9 ELIGIBILITY, visa information is required or prohibited as follows:

If ELIGIBILITY = 1 (U.S. citizen or national)
Visa period information not allowed.
CONTACT person not allowed.

If ELIGIBILITY = 2 (Permanent Resident)
VISA TYPE must be PR (permanent resident).
VISA BEGIN DATE required
VISA END DATE, WORK AUTH EXP DATE, and CONTACT person not allowed.
COUNTRY code permitted, not required.

If ELIGIBILITY = 3 (Legal Alien)
VISA TYPE required.
VISA BEGIN DATE required
PURPOSE required for J1 (academic program) visas
WORK AUTH EXP DATE required (except for visa types RF and PP)
COUNTRY code required (except for visa type RF).
CONTACT person permitted, not required. (Enter either a Payroll ID or a Person ID identified in IADS. After entry the Person ID and person's name is displayed.)

DEPT must be valid UDDS.

CONTACT person must be a valid Person ID or Payroll ID

Under VISA INFORMATION, the only visa period that can be changed is the most recent one. A new period can also be added (the first line). Visa periods must not overlap. BEGIN DATE is required. If entered, END DATE must be later than BEGIN DATE. PURPOSE required for J1 visas.

VISA TYPE is edited against a table of valid visa types (UW.IA_VISA).

COUNTRY code is edited against a table of valid country codes (UW.IA_FCOUNTRY).

WORK AUTHorization EXPiration DATE must not be greater than VISA END DATE.

When appointment information is available, warning messages will appear if the visa begin date is greater than the appointment begin date or if the visa end date is less than the appointment end date. This is not an error condition, only a warning.

APPENDIX C

VISA CODE EDIT TABLE
TABLE UW.IA_VISA

PAGE 1

VISA TYPE	LABEL	PAYROLL VISA CODE	FEDERAL TAX PROCESS	STATE TAX PROCESS	SOCIAL SECURITY TAX PROCESS	UW EMPLOYMENT ALLOWED
A1	DIPLOMATIC	2	Y	Y	Y	R
A2	GOVT OFFICIAL	2	Y	Y	Y	R
A3	FAMILY/A1-A2	2	Y	Y	Y	R
B1	BUSINESS VISIT					N
B2	VISITOR					N
ED	VOL DEPARTURE	2	Y	Y	Y	R
E1	TREATY TRADER					N
E2	TREATY INVESTOR					N
F1	STUDENT	1	Y	Y	N	Y
F2	FAMILY/F1 VISA					N
G1	INTL ORG-REP					N
G2	INTL ORG-REP					N
G3	INTL ORG-REP					N
G4	INTL ORG-OFFICE	2	Y	Y	Y	R
G5	FAMILY/G1-G4					N
H1	TEMPORARY WORK	2	Y	Y	Y	Y
H2	TEMPORARY WORK					N
H3	TRAINEE					N
H4	FAMILY/H1-H3					N
I	MEDIA REP					N
J1	ACADEMIC PGM	1	Y	Y	N	Y
J2	FAMILY/J1 VISA	2	Y	Y	Y	R
K1	FIANCE(E)	2	Y	Y	Y	Y
K2	FIANCE(E) CHILD	2	Y	Y	Y	Y
L1	TRANSFEREE					N
L2	FAMILY/L1 VISA					N
M1	STUDENT (TECH)	2	Y	Y	Y	R
M2	FAMILY/M1 VISA					N
PP	PEND RESIDENT	2	Y	Y	Y	Y
PR	PERM RESIDENT	3	Y	Y	Y	Y
RF	REFUGEE	2	Y	Y	Y	Y
VD	VOL DEPARTURE	2	Y	Y	Y	R

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APPENDIX D

FOREIGN COUNTRY EDIT TABLE PAGE 1
TABLE UW.IA_FCOUNTRY

CODE	COUNTRY NAME	REGION CODE	IIE COUNTRY CODE	IRS COUNTRY CODE	TAX TREATY	EFFECTIVE DATE	CODE EXPIRATION DATE
404	AFGHANISTAN	07	2205	AF	N	19000101	
408	ALBANIA	10	3110	AL	N	19000101	
412	ALGERIA	03	1310	AG	N	19000101	
413	ANTIGUA AND BARBUDA			AC	N	19000101	
414	ANGOLA	02	1210	AO	N	19000101	
415	EGYPT, ARAB REP OF	03	1330	EG	Y	19790120	
415	ARAB REP OF EGYPT	03	1330	EG	Y	19000101	
416	ARGENTINA	14	4305	AR	N	19000101	
420	AUSTRALIA	16	6110	AS	Y	19000101	
424	AUSTRIA	11	3206	AU	Y	19000101	
425	BANGLADESH	07	2210	BG	N	19760820	
425	BANGLEDESH	07	2210	BG	N	19000101	
426	BAHAMAS	12	4105	BF	N	19810820	
426	BAHAMAS, THE	12	4105	BF	N	19760820	
426	BAHAMA ISLANDS	12	4105	BF	N	19000101	
427	BARBADOS	12	4110	BB	Y	19000101	
428	BELGIUM	11	3210	BE	Y	19000101	
429	BAHRAIN	09	2405	BA	N	19000101	
430	BERMUDA	15	5110	BD	N	19000101	
431	BHUTAN	07	2215	BT	N	19000101	
432	BOLIVIA	14	4310	BL	N	19000101	
433	BELIZE	13	4210	BH	N	19000101	
434	BOTSWANA	04	1410	BC	N	19000101	
436	BRAZIL	14	4315	BR	N	19000101	
444	BRITISH HONDURAS				N	19000101	19800820
447	BRUNEI	08	2305	BX	N	19800820	
452	BULGARIA	10	3120	BU	N	19000101	
456	BURMA	08	2310	BM	N	19000101	
458	BURUNDI	01	1115	BY	N	19000101	
460	KAMPUCHEA	08	2320	CB	N	19820120	
460	CAMBODIA	08	2320	CB	N	19000101	
462	CAMEROON	02	1220	CM	N	19000101	
464	CANADA	15	5120	CA	Y	19000101	
468	CAPE VERDE	05	1505	CV	N	19840820	
469	CAYMEN ISLANDS	12	4115	CJ	N	19860120	
470	CENTRAL AFRICAN REP	02	1230	CT	N	19000101	
474	CHAD	02	1240	CD	N	19000101	
476	CHILE	14	4320	CI	N	19000101	
479	CHINA, PEOPLES REP	06	2110	CH	Y	19790120	
480	CHINA, REP OF-TAIWAN	06	2120	TW	N	19760820	
480	CHINA, REPUBLIC OF	06	2120	TW	N	19000101	
484	COLOMBIA	14	4325	CO	N	19000101	
486	CONGO	02	1250	CF	N	19810820	
486	CONGO(BRAZZAVILLE)	02	1250	CF	N	19760820	

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APPENDIX E

** APPTPRSN PERSON ENTITY **

DESCRIPTION
THIS ENTITY IS USED TO STORE INFORMATION WHICH IS UNIQUE TO A PERSON. THE APPOINTMENT DATA STRUCTURE CAN CONTAIN RECORDS FOR PEOPLE WHO DO NOT HOLD APPOINTMENTS AT THE UNIVERSITY.

A HISTORY OF CHANGES TO PERSON INFORMATION WILL NOT BE KEPT. IF THE DATA CONTAINED IN THIS ENTITY ARE CHANGED THE PREVIOUS VALUES OF THE DATA ARE NOT RECORDED. HOWEVER, THE RECORD FOR THE PERSON IS NEVER DELETED, ONLY CHANGED.

KEY. PERSON ID NUMBER

TITLE	TYPE	LENGTH	ELEMENT CODE
BIRTHDATE	ALPHANUMERIC	8	BAAU

DESCRIPTION
THE DAY, MONTH AND YEAR OF THE PERSON'S BIRTH.

EDIT
FORMAT IS YYYYMMDD.
YEAR OF BIRTHDATE SHOULD BE MORE THAN 14 YEARS BEFORE THE CURRENT YEAR.
(YEAR OF BIRTHDATE) < (CURRENT YEAR - 14)
BLANK - NOT SUPPLIED.

SOURCE
EMPLOYE WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4).

add

TITLE	TYPE	LENGTH	ELEMENT CODE
CERTIFICATION DATE	NUMERIC	8	

DESCRIPTION
THE DATE THAT EMPLOYMENT ELIGIBILITY FORM IS VERIFIED.

EDIT
VALID DATE (CCYYMMDD) OR BLANK.

SOURCE
EMPLOYING UNIT OR OFFICE FOR FOREIGN STUDENTS AND FACULTY.

add

TITLE	TYPE	LENGTH	ELEMENT CODE
ELIGIBILITY CODE	NUMERIC	1	

DESCRIPTION
TAKEN FROM EMPLOYE SECTION OF I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORM.

EDIT
1 = A CITIZEN OR NATIONAL OF THE UNITED STATES.
2 = AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE.
3 = AN ALIEN AUTHORIZED BY THE IMMIGRATION AND NATURALIZATION SERVICE TO WORK IN THE UNITED STATES.
BLANK = NO ENTRY OF ELIGIBILITY CODE

SOURCE
EMPLOYING UNIT OR OFFICE FOR FOREIGN STUDENTS AND FACULTY.

add

TITLE	TYPE	LENGTH	ELEMENT CODE
I-9 DEPARTMENT	ALPHANUMERIC	11	

DESCRIPTION
UDDS OF DEPARTMENT THAT HOLDS EMPLOYMENT VERIFICATION FORM.

EDIT
VALID UDDS OR BLANK.

SOURCE
EMPLOYING UNIT OR OFFICE FOR FOREIGN STUDENTS AND FACULTY.

BEST COPY AVAILABLE

APPTPRSN PERSON ENTITY

TITLE	TYPE	LENGTH	ELEMENT CODE
NAME	ALPHANUMERIC	30	

DESCRIPTION
THE NAME CURRENTLY USED BY A PERSON. FOR SYSTEM DISPLAY AND REPORTING. IF THERE IS NOT ROOM FOR THE FULL NAME, ENOUGH INFORMATION IN THE PROPER FORMAT MUST BE PROVIDED TO BEST IDENTIFY THE INDIVIDUAL. A SEPARATE FIELD WILL BE PROVIDED FOR STORAGE OF ACTUAL NAMES THAT ARE LONGER THAN THIS FIELD.

THE PETERSON PAYROLL PROCESSING CENTER IS RESPONSIBLE FOR MONITORING NAMES FOR EMPLOYES PAID THROUGH THAT CENTER.

EDIT
THE NAME MUST BEGIN WITH A LETTER. THE FORMAT WILL BE LAST NAME, FOLLOWED BY A COMMA AND A SPACE, THEN FIRST NAME OR INITIAL, MIDDLE INITIAL OR NAME, FOLLOWED BY A SPACE PLUS JR OR SR OR III IF APPROPRIATE. THE ONLY SPECIAL CHARACTER REQUIRED IS THE COMMA TO END THE LAST NAME. A HYPHEN IS ALLOWED. (USE ROUTINE PYNAME30)

SUPPLIED NAME	SYSTEM NAME
O'CONNEL, THOMAS J	OCONNEL, THOMAS J
MC NAUGHTON, JOHN R	MCNAUGHTON, JOHN R
SMITH-JONES, ALICE	SMITH-JONES, ALICE
SMITH, J R	SMITH, J R
JONES, J ROBERT	JONES, J ROBERT
SMITH, JOHN M JR	SMITH, JOHN M JR
ST. AUBIN, THOMAS A	STAUBIN, THOMAS A
DOMMERSHAUSEN-MC FLANNIGAN, BERNADETTE A	DOMMERSHAUSEN-MCFLANNIGAN, B A

SOURCE
EMPLOYE'S WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4) AND IN SOME INSTANCES, THE EMPLOYE'S SOCIAL SECURITY IDENTIFICATION CARD.

TITLE	TYPE	LENGTH	ELEMENT CODE
EXTENSION AGREEMENT	ALPHA	1	BAEX

DESCRIPTION
INDICATOR OF A FORMAL AGREEMENT I.E., FUNDING COMMITMENT BETWEEN A CAMPUS AND EXTENSION.

EDIT
Y = EXTENSION AGREEMENT EXISTS
BLANK = NO EXTENSION AGREEMENT

SOURCE
LETTER OF AGREEMENT APPROVED BY DEANS AND CHANCELLORS OF THE CAMPUSES.

TITLE	TYPE	LENGTH	ELEMENT CODE
GENDER	ALPHANUMERIC	1	BADQ

DESCRIPTION
GENDER.

EDIT
M = MALE
F = FEMALE
BLANK = UNKNOWN

SOURCE
EMPLOYE'S WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4).

** APPTVISA VISA ENTITY

DESCRIPTION
THIS ENTITY IS USED TO STORE A HISTORIC RECORD OF VISA PERIODS FOR A PERSON.

KEY: PERSON ID NUMBER, VISA BEGIN DATE

TITLE	TYPE	LENGTH	ELEMENT CODE
CONTACT PERSON	NUMERIC	8	

DESCRIPTION
PERSON ID OF PERSON WHO IS PRIMARY CONTACT AT PLACE OF EMPLOYMENT. THIS PERSON IS THE ONE WHO ASSISTED THE VISA HOLDER IN OBTAINING PERMISSION FOR ADMISSION TO U.S. FOR EMPLOYMENT, OR WHO HAS VERIFIED THE IMMIGRATION DOCUMENTS AND CAN VERIFY THE PRESENCE OF THE INDIVIDUAL AT THE PLACE OF EMPLOYMENT.

EDIT
VALID PERSON ID.

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY.

TITLE	TYPE	LENGTH	ELEMENT CODE
ISSUING COUNTRY	NUMERIC	3	

DESCRIPTION
NOTE: THIS IS A SENSITIVE ELEMENT. THE COUNTRY THAT HAS ISSUED TRAVEL DOCUMENTS FOR THE PERSON TO ENTER THE UNITED STATES.

EDIT
EDIT AGAINST TABLE OF VALID COUNTRY CODES.
NOT REQUIRED FOR ALL TYPES OF VISA.

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY.

TITLE	TYPE	LENGTH	ELEMENT CODE
PERSON ID NUMBER	NUMERIC	8V	**

DESCRIPTION (TEXT FROM BAEB)
A UNIQUE NUMBER ASSIGNED TO EACH PERSON. THE NUMBER IS ALWAYS THE SAME FOR THE SAME PERSON.

SOURCE
THE NEXT AVAILABLE NUMBER WILL BE STORED IN AN ON-LINE DATA BASE. A SUBROUTINE WILL BE USED TO: 1) OBTAIN THE NEXT AVAILABLE NUMBER WHEN ONE IS NEEDED AND, 2) UPDATE THE NEXT AVAILABLE NUMBER BY ADDING ONE TO IT.

TITLE	TYPE	LENGTH	ELEMENT CODE
VISA BEGIN DATE	ALPHANUMERIC	8	**BAIL

DESCRIPTION
THE FIRST DAY OF THE VISA PERIOD. IF THE ALIEN IS TO BE EMPLOYED BEFORE THIS DATE, WRITTEN PERMISSION MUST BE OBTAINED FROM THE APPROPRIATE UNIVERSITY PERSONNEL OFFICE.

EDIT
FORMAT = YYYYMMDD.

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY.

** APPTVISA VISA ENTITY

TITLE	TYPE	LENGTH	ELEMENT CODE
VISA EXPIRATION DATE	ALPHANUMERIC	8	BAIM

DESCRIPTION
THE LAST DAY OF THE VISA PERIOD. IF THE ALIEN IS TO BE EMPLOYED PAST THIS DATE, WRITTEN PERMISSION MUST BE OBTAINED FROM THE APPROPRIATE UNIVERSITY PERSONNEL OFFICE.

EDIT
FORMAT IS YYYYMMDD.

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY.

TITLE	TYPE	LENGTH	ELEMENT CODE
VISA TYPE	ALPHANUMERIC	2	BAIK

DESCRIPTION
NOTE: THIS IS A SENSITIVE ELEMENT. IN ADDITION, IT NEEDS TO BE CHECKED FOR ACCURACY WITH THE OFFICE OF FOREIGN STUDENTS AND FACULTY, AND PAYROLL. BECAUSE EACH VISA CARRIES WITH IT CERTAIN RESTRICTIONS AND/OR PRIVILEGES WITH RESPECT TO WHETHER THE PERSON HOLDING IT IS ALLOWED TO BE EMPLOYED, THE NATURE OF THE JOB AND TAX AND FRINGE BENEFIT REQUIREMENTS, VISA INFORMATION SHOULD BE HELD IN A TABLE.

IDENTIFIES THE TYPE OF VISA HELD BY EMPLOYES WHO ARE NOT U.S. CITIZENS. ELIGIBILITY FOR FRINGE BENEFITS AND RESPONSIBILITY FOR DIFFERENT TAX PAYMENTS DEPENDS UPON THE TYPE OF VISA.

EDIT
EDIT USING THE IADS VISA TABLE (IAVISA)

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY

TITLE	TYPE	LENGTH	ELEMENT CODE
VISA PURPOSE	ALPHANUMERIC	1	....

DESCRIPTION
THE PRIMARY PURPOSE SPECIFIED FOR ADMITTANCE TO THIS COUNTRY.

TAX TREATY RULES FOR THE COUNTRY OF CITIZENSHIP MAY DIFFERENTIATE BETWEEN THOSE INDIVIDUALS WHOSE PRIMARY PURPOSE IS TO BE A STUDENT, TEACHER OR RESEARCHER.

EXAMPLE: IF A STUDENT IS ADMITTED ON A J1 VISA AND THEN GETS A JOB AS A TEACHING ASSISTANT, THE PRIMARY PURPOSE IS STILL 'STUDENT' AND NOT 'TEACHING'.

EDIT
R = RESEARCH (EXCHANGE VISITOR)
S = STUDENT
T = TEACHING (EXCHANGE VISITOR)
BLANK = OTHER

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY

** APPTVISA VISA ENTITY

add

TITLE	TYPE	LENGTH	ELEMENT CODE
WORK AUTHORIZATION EXPIRATION DATE	ALPHANUMERIC	8	

DESCRIPTION
THE LAST DAY THE WORK AUTHORIZATION IS VALID. THE PERSON MUST NOT BE EMPLOYED PAST THIS DATE.

EDIT
FORMAT YYYYMMDD.
NOT REQUIRED FOR VISA TYPES RF (REFUGEE) OR PR (PERMANENT RESIDENT).

SOURCE
THE OFFICE FOR FOREIGN STUDENTS AND FACULTY.

APPENDIX F

** IAVISA IADS VISA TYPES **

DESCRIPTION
THIS TABLE IS USED TO STORE INFORMATION ABOUT VISA TYPES THAT CAN BE IDENTIFIED FOR AN INDIVIDUAL. IT IS CONTROLLED BY THE OFFICE FOR FOREIGN STUDENTS AND FACULTY, WITH UPDATES REQUESTED BY THE APPROPRIATE APPLICATION AREAS.

KEY: VISA TYPE

TITLE	TYPE	LENGTH	ELEMENT CODE
VISA TYPE	ALPHANUMERIC	2	BAIK

DESCRIPTION
EACH VISA CARRIES WITH IT CERTAIN RESTRICTIONS AND/OR PRIVILEGES WITH RESPECT TO WHETHER THE PERSON HOLDING IT IS ALLOWED TO BE EMPLOYED, THE NATURE OF THE JOB AND TAX AND FRINGE BENEFIT REQUIREMENTS.

IDENTIFIES THE TYPE OF VISA HELD BY EMPLOYES WHO ARE NOT U.S. CITIZENS. ELIGIBILITY FOR FRINGE BENEFITS AND RESPONSIBILITY FOR DIFFERENT TAX PAYMENTS DEPENDS UPON THE TYPE OF VISA.

THE IMMIGRATION AND NATIONALITY ACT (AS AMENDED) SPECIFIES SEVERAL DOZEN DIFFERENT CLASSES IN WHICH NON-U.S. CITIZENS MAY FALL, MOSTLY DEPENDENT UPON THEIR REASON FOR BEING IN THE U.S.. FOR NONIMMIGRANTS (ALIENS WHOSE REASON FOR BEING IN THE UNITED STATES IS TEMPORARY AND WHOSE STAY WILL END WHEN ITS PURPOSE HAS ENDED) THE SYMBOL MOST OFTEN USED TO DENOTE THE TYPE OF VISA IS THE SUB-LETTER OF THE ACT THAT DEFINES THEIR CLASS. FOR EXAMPLE, STUDENTS WITH AN "F1" VISA ARE DESCRIBED IN SEC. 101(A)(15)(F)(I) OF THE ACT. IMMIGRANT ALIENS GENERALLY DO NOT HAVE A SYMBOL IN COMMON USE, AND FOR THE PURPOSES OF THIS ELEMENT THEY WILL BE DENOTED BY A SPECIAL CODE.

EDIT
- A1 = AMBASSADOR, PUBLIC MINISTER, CAREER DIPLOMAT OR CONSULAR OFFICER AND MEMBERS OF IMMEDIATE FAMILY. MEMBERS OF IMMEDIATE FAMILY MAY BE EMPLOYED FOR A DESIGNATED PERIOD WITH INS APPROVAL.
- A2 = OTHER FOREIGN GOVERNMENT OFFICIAL OR EMPLOYEE AND MEMBERS OF IMMEDIATE FAMILY. MEMBERS OF THE IMMEDIATE FAMILY MAY BE EMPLOYED FOR A DESIGNATED PERIOD WITH INS APPROVAL.
- A3 = ATTENDANT, SERVANT OR PERSONAL EMPLOYEE OF ALIEN CLASSIFIED A-1 OR A-2, AND MEMBERS OF IMMEDIATE FAMILY. MEMBERS OF THE IMMEDIATE FAMILY MAY BE EMPLOYED FOR A DESIGNATED PERIOD WITH INS APPROVAL.
- B1 = TEMPORARY VISITOR FOR BUSINESS. MAY ACCEPT HONORARIUM ONLY.
- B2 = TEMPORARY VISITOR FOR PLEASURE. MAY NOT BE EMPLOYED.
- E1 = TREATY TRADER, SPOUSE AND CHILDREN. MAY NOT BE EMPLOYED BY UW.
- E2 = TREATY INVESTOR, SPOUSE AND CHILDREN. MAY NOT BE EMPLOYED BY UW.
- F1 = FULL-TIME STUDENTS IN AN ACADEMIC OR LANGUAGE TRAINING PROGRAM. WITH THE PERMISSION OF THE OFFICE OF FOREIGN STUDENTS AND FACULTY, ALIENS IN THIS CATEGORY ARE PERMITTED ON-CAMPUS EMPLOYMENT IN STUDENT-EMPLOYE TITLES WHILE THEY ARE ENROLLED. UPON COMPLETION OF THEIR STUDIES, F1 ALIENS ARE ELIGIBLE TO ACCEPT EMPLOYMENT IN ORDER TO OBTAIN PRACTICAL TRAINING. SUCH EMPLOYMENT MUST HAVE THE PRIOR APPROVAL OF THE IMMIGRATION AND NATURALIZATION SERVICE AND IS GRANTED A MAXIMUM OF TWO TIMES FOR A PERIOD OF SIX MONTHS EACH TIME. PERSONS HOLDING THIS VISA TYPE ARE SUBJECT TO FEDERAL AND STATE INCOME TAXES BUT NOT TO SOCIAL SECURITY TAXES.
- F2 = SPOUSES AND CHILDREN OF F1 ALIENS. PERSONS IN THIS CATEGORY MAY NOT BE EMPLOYED.
- G1 = PRINCIPAL RESIDENT REPRESENTATIVE OF RECOGNIZED FOREIGN MEMBER GOVERNMENT TO INTERNATIONAL ORGANIZATION, STAFF,AND MEMBERS OF IMMEDIATE FAMILY. MAY NOT BE EMPLOYED BY UW.
- G2 = OTHER REPRESENTATIVE OF RECOGNIZED FOREIGN MEMBER GOVERNMENT TO INTERNATIONAL ORGANIZATION, AND MEMBERS OF IMMEDIATE FAMILY. MAY NOT BE EMPLOYED BY UW.

** IAVISA VISA TYPE TABLE

G3 = REPRESENTATIVE OF NONRECOGNIZED OR NONMEMBER FOREIGN GOVERNMENT TO INTERNATIONAL ORGANIZATION, AND MEMBERS OF IMMEDIATE FAMILY. MAY NOT BE EMPLOYED BY UW.
G4 = INTERNATIONAL ORGANIZATION OFFICER OR EMPLOYEE, AND MEMBERS OF IMMEDIATE FAMILY. MAY BE EMPLOYED FOR A DESIGNATED PERIOD WITH INS APPROVAL.
G5 = ATTENDANT, SERVANT, OR PERSONAL EMPLOYEE OF ALIEN CLASSIFIED G-1, G-2, G-3, OR G-4, AND MEMBERS OF IMMEDIATE FAMILY. MAY NOT BE EMPLOYED BY UW.
H1 = TEMPORARY WORKER OF DISTINGUISHED MERIT AND ABILITY. PERSONS HOLDING THIS VISA ARE EMPLOYABLE IN TEMPORARY OR LIMITED-TERM APPOINTMENTS ONLY, AND IF NOT CITIZENS OF A TAX TREATY COUNTRY (SEE TABLE RGPHA (AS MODIFIED)), ARE SUBJECT TO FEDERAL, STATE AND SOCIAL SECURITY TAXES. IF THE EMPLOYE IS A CITIZEN OF A TAX-TREATY COUNTRY AND A TEACHER (AND FOR SOME COUNTRIES, IF A RESEARCHER), HE IS NOT SUBJECT TO STATE AND FEDERAL TAX WITHHOLDING FOR THE FIRST TWO YEARS OF RESIDENCY IN THE U.S..
H2 = TEMPORARY WORKER PERFORMING SERVICES UNAVAILABLE IN THE U.S. PERSONS HOLDING THIS VISA ARE EMPLOYABLE IN TEMPORARY OR LIMITED-TERM APPOINTMENTS ONLY, AND ARE SUBJECT TO FEDERAL, STATE AND SOCIAL SECURITY TAXES.
H3 = TRAINEE.
H4 = SPOUSE AND CHILDREN OF ALIEN CLASSIFIED AS H1, H2 OR H3.
I = REPRESENTATIVE OF FOREIGN INFORMATION MEDIA, SPOUSE, AND CHILDREN. MAY NOT BE EMPLOYED BY UW.
J1 = ALIENS PARTICIPATING IN EXCHANGE TEACHING AND/OR RESEARCH, MEDICAL RESIDENCIES, STUDENT PROGRAMS AND CERTAIN OTHER SPECIALLY-DESIGNATED TRAINING PROGRAMS. MAY BE ENGAGED IN EMPLOYMENT IMPLICIT IN THEIR PROGRAM DESCRIPTIONS. IF EMPLOYED, J1 STUDENTS MUST HAVE EMPLOYMENT AUTHORIZED IN WRITING BY THEIR PROGRAM SPONSOR. IF THE EMPLOYE IS A CITIZEN OF A TAX-TREATY COUNTRY AND A TEACHER (AND FOR SOME COUNTRIES, IF A RESEARCHER), HE IS NOT SUBJECT TO STATE AND FEDERAL TAX WITHHOLDING FOR THE FIRST TWO YEARS OF RESIDENCY IN THE U.S., BUT DOES NOT HAVE SOCIAL SECURITY WITHHELD.
J2 = SPOUSE AND CHILDREN OF A PERSON HOLDING A J1. EMPLOYMENT MAY BE AUTHORIZED BY THE IMMIGRATION AND NATURALIZATION SERVICE.
K1 = FIANCEE OR FIANCE OF U.S. CITIZEN. MAY BE EMPLOYED FOR A DESIGNATED PERIOD.
K2 = CHILD OF FIANCEE OR FIANCE OF U.S. CITIZEN. MAY BE EMPLOYED FOR A DESIGNATED PERIOD.
L1 = INTRACOMPANY TRANSFEREE. MAY BE EMPLOYED BY UW.
L2 = SPOUSE OR CHILD OF ALIEN CLASSIFIED L-1. MAY NOT BE EMPLOYED.
M1 = STUDENT IN VOCATIONAL OR OTHER RECOGNIZED NONACADEMIC INSTITUTION. MAY BE EMPLOYED FOR A DESIGNATED PERIOD OF PRACTICAL TRAINING WITH INS APPROVAL.
M2 = SPOUSE OR CHILD OF STUDENT IN VOCATIONAL OR OTHER RECOGNIZED NONACADEMIC INSTITUTIONS. MAY NOT BE EMPLOYED.
VD = VOLUNTARY DEPARTURE. MAY BE EMPLOYED FOR A DESIGNATED PERIOD WITH INS APPROVAL.
ED = EXTENDED VOLUNTARY DEPARTURE. MAY BE EMPLOYED FOR A DESIGNATED PERIOD WITH INS APPROVAL.
RF = REFUGEE/ASYLEE. MAY BE EMPLOYED.
PR = PERMANENT RESIDENT ALIEN. MAY BE EMPLOYED. EMPLOYMENT IS UNRESTRICTED AND STATE, FEDERAL AND SOCIAL SECURITY TAXES MUST BE WITHHELD.
PP = PERMANENT RESIDENCY PENDING. MAY BE EMPLOYED.

SOURCE
OFFICE FOR FOREIGN STUDENTS AND FACULTY

TITLE	TYPE	LENGTH	ELEMENT CODE
VISA LABEL	ALPHANUMERIC	15	....

. DESCRIPTION
NAME OF VISA, FOR REPORTS OR SCREEN DISPLAY.

APPENDIX G

** IAVISA VISA TYPE TABLE

TITLE	TYPE	LENGTH	ELEMENT CODE
PAYROLL VISA CODE	ALPHANUMERIC	1	....

DESCRIPTION
A TRANSLATION TO ONE OF THREE CODES THAT ARE USED IN THE PAYROLL SYSTEM CALCULATION PROCESS. NOT APPLICABLE TO ALL VISA TYPES.

EDIT
1 = ALL 'F' OR 'J' VISA TYPES
2 = ALL OTHER TEMPORARY WORK VISAS
3 = ALL IMMIGRANT PERMANENT VISAS

TITLE	TYPE	LENGTH	ELEMENT CODE
FEDERAL TAX PROCESS	ALPHANUMERIC	1	....

DESCRIPTION
WHAT ACTION SHOULD BE TAKEN FOR THE WITHHOLDING OF FEDERAL INCOME TAX FROM PAYMENTS MADE TO A PERSON HOLDING THIS VISA TYPE.

TAX PROCESSING IN THE PAYROLL CALCULATION INVOLVES THE PRESENCE OR ABSENCE OF A TAX TREATY FOR THE COUNTRY OF CITIZENSHIP, TAX STATUS FOR THE TYPE OF VISA, TYPE OF APPOINTMENT, AND PAYMENTS (WAGES OR NON-WAGES).

OTHER FACTORS MAY AFFECT THE PROCESS FOR A PARTICULAR INDIVIDUAL.

EDIT
T = WITHHOLD TAX, AND REPORT EARNINGS
N = DO NOT WITHHOLD, NO REPORT
R = DO NOT WITHHOLD, BUT REPORT EARNINGS

TITLE	TYPE	LENGTH	ELEMENT CODE
STATE TAX PROCESS	ALPHANUMERIC	1	....

DESCRIPTION
WHAT ACTION SHOULD BE TAKEN FOR THE WITHHOLDING OF STATE INCOME TAX FROM PAYMENTS MADE TO A PERSON HOLDING THIS VISA TYPE.

TAX PROCESSING IN THE PAYROLL CALCULATION INVOLVES THE PRESENCE OR ABSENCE OF A TAX TREATY FOR THE COUNTRY OF CITIZENSHIP, TAX STATUS FOR THE TYPE OF VISA, TYPE OF APPOINTMENT, AND PAYMENTS (WAGES OR NON-WAGES).

OTHER FACTORS MAY AFFECT THE PROCESS FOR A PARTICULAR INDIVIDUAL.

EDIT
T = WITHHOLD TAX, AND REPORT EARNINGS
N = DO NOT WITHHOLD, NO REPORT
R = DO NOT WITHHOLD, BUT REPORT EARNINGS

TITLE	TYPE	LENGTH	ELEMENT CODE
SS TAX PROCESS	ALPHANUMERIC	1	....

DESCRIPTION
WHAT ACTION SHOULD BE TAKEN FOR THE WITHHOLDING OF SOCIAL SECURITY TAX FROM PAYMENTS MADE TO A PERSON HOLDING THIS VISA TYPE.

TAX PROCESSING IN THE PAYROLL CALCULATION INVOLVES THE PRESENCE OR ABSENCE OF A TAX TREATY FOR THE COUNTRY OF CITIZENSHIP, TAX STATUS FOR THE TYPE OF VISA, TYPE OF APPOINTMENT, AND PAYMENTS (WAGES OR NON-WAGES).

OTHER FACTORS MAY AFFECT THE PROCESS FOR A PARTICULAR INDIVIDUAL.

EDIT
T = WITHHOLD TAX, AND REPORT EARNINGS
N = DO NOT WITHHOLD, NO REPORT
R = DO NOT WITHHOLD, BUT REPORT EARNINGS

** IAFCNTRY IADS FOREIGN COUNTRY **

DESCRIPTION
THIS TABLE IS USED TO STORE INFORMATION ABOUT FOREIGN COUNTRIES THAT CAN BE USED BY VARIOUS APPLICATIONS. IT IS CONTROLLED BY THE OFFICE FOR FOREIGN STUDENTS AND FACULTY, WITH UPDATES REQUESTED BY THE APPROPRIATE APPLICATION AREAS.

A HISTORY OF COUNTRY INFORMATION WILL BE RETAINED.

KEY: COUNTRY CODE, EFFECTIVE DATE.

TITLE	TYPE	LENGTH	ELEMENT CODE
COUNTRY CODE	ALPHANUMERIC	3	** ....

DESCRIPTION
A CODE ASSIGNED BY THE UNIVERSITY OF WISCONSIN TO IDENTIFY A FOREIGN COUNTRY.

EDIT
NUMERIC CODE.

SOURCE
OFFICE FOR FOREIGN STUDENTS & FACULTY

TITLE	TYPE	LENGTH	ELEMENT CODE
COUNTRY NAME	ALPHANUMERIC	21	....

DESCRIPTION
A NAME THAT CAN BE USED ON SCREEN DISPLAYS OR REPORTS. THE OFFICIAL NAME OF THE COUNTRY SHORTENED TO 21 CHARACTERS.

EDIT

SOURCE
OFFICE FOR FOREIGN STUDENTS & FACULTY.

TITLE	TYPE	LENGTH	ELEMENT CODE
COUNTRY NAME-OFFICIAL	ALPHANUMERIC	50	....

DESCRIPTION
THE OFFICIAL NAME OF THE COUNTRY.

EDIT

SOURCE
OFFICE FOR FOREIGN STUDENTS & FACULTY.

TITLE	TYPE	LENGTH	ELEMENT CODE
EFFECTIVE DATE	ALPHANUMERIC	8	** ....

DESCRIPTION
DATE THAT COUNTRY INFORMATION IS EFFECTIVE.

EDIT
YYYYMMDD.

SOURCE
OFFICE FOR FOREIGN STUDENTS & FACULTY

** IAFCNTRY IADS FOREIGN COUNTRY **

TITLE	TYPE	LENGTH	ELEMENT CODE
COUNTRY REGION	ALPHANUMERIC	2	....

DESCRIPTION
A REGION OF THE WORLD WHERE THIS COUNTRY IS LOCATED. FOR THE PURPOSE OF COLLECTING STATISTICS ON FOREIGN STUDENTS AND STAFF AT U.S. EDUCATIONAL INSTITUTIONS.

EDIT
01 = EASTERN AFRICA
02 = CENTRAL AFRICA
03 = NORTH AFRICA
04 = SOUTHERN AFRICA
05 = WEST AFRICA
06 = EAST ASIA
07 = SOUTH CENTRAL ASIA
08 = SOUTHEAST ASIA
09 = MIDDLE EAST
10 = EASTERN EUROPE
11 = WESTERN EUROPE
12 = CARRIBEAN
13 = CENTRAL AMERICA
14 = SOUTH AMERICA
15 = NORTH AMERICA
16 = AUSTRALIA AREA
17 = PACIFIC OCEAN ISLANDS

SOURCE
OFFICE FOR FOREIGN STUDENTS & FACULTY

TITLE	TYPE	LENGTH	ELEMENT CODE
IIE COUNTRY CODE	ALPHANUMERIC	4	....

DESCRIPTION
THE COUNTRY CODE ASSIGNED FOR THE PURPOSE OF COLLECTING STATISTICS ON FOREIGN STUDENTS AND STAFF AT U.S. EDUCATIONAL INSTITUTIONS.

EDIT
TABLE IN IIE PUBLICATIONS

SOURCE
INSTITUTE FOR INTERNATIONAL EDUCATION (IIE)

TITLE	TYPE	LENGTH	ELEMENT CODE
IRS COUNTRY CODE	ALPHANUMERIC	2	....

DESCRIPTION
THE CODE ASSIGNED BY THE IRS FOR REPORTING WAGE OR NON-WAGE PAYMENTS TO FOREIGN PEOPLE.

SOURCE
PUBLISHED LIST FROM IRS

TITLE	TYPE	LENGTH	ELEMENT CODE
TAX TREATY	ALPHANUMERIC	1	....

DESCRIPTION
INDICATES IF A TAX TREATY AGREEMENT EXISTS BETWEEN THIS COUNTRY AND THE UNITED STATES.

TAX PROCESSING IN THE PAYROLL CALCULATION INVOLVES THE PRESENCE OR ABSENCE OF A TAX TREATY, TAX STATUS FOR THE TYPE OF VISA, TYPE OF APPOINTMENT, AND PAYMENTS (WAGES OR NON-WAGES).

EDIT
Y = YES
N = NO

SOURCE
IRS

APPENDIX H

VISA - Employment Eligibility Verification Transaction

The VISA transaction will display appointment information when the appointment system comes up. Edits will be expanded to compare appointment information with visa and eligibility data. See description of VISA transaction in the this specification.

Batch Outputs:

Persons with Active Appointments and IDs
List of all persons who have an appointment that is active and who have a photo id.

Foreign Staff Reports and Labels

The Office for Foreign Students and Faculty has indicated a need for the following staff reports and labels:

Foreign Staff Survey Report

All current foreign staff with visa types F-1, J-1, H-1, B-1. Three separate reports are needed:

1. Sorted by citizenship code. Include country of citizenship, name, UW-title, UW-department.
2. Sorted by UDDS. Include UW-department, name, UW-title, and country of citizenship.
3. Sorted alphabetically. Include name, UW-department, and country of citizenship.

These reports should include statistical pages including:
1. Total by country - total male, total female, total persons.
2. Total by UDDS numbers.
3. Regional distribution of foreign staff.
4. Total by college with breakdown by department within college.

File Creation/Termination Report

An alphabetical list of foreign staff with visa types F-1, J-1, H-1, and B-1 whose appointment began or ended during the last month. Report to include: name, country of citizenship, visa type, appointing department, appointment begin date, appointment end date.

Staff Directory Report

Sorted by name of country of citizenship, all foreign staff with visa types F-1, J-1, H-1, and B-1. Include name, local Madison address, telephone number, and appointing department.

Labels

Cheshire, departmental mailing labels for current foreign staff with visa types F-1, J-1, H-1, and B-1. Labels include name, department and campus mailing address including building code.

Foreign Staff Newsletter Labels - Sorted by building code.

Welcome Picnic Labels - Foreign staff who have been added to the system between January 1 and September 15.

Holiday Hospitality Labels

Industry Tour Labels

Spring Tea Labels - Foreign staff who have been added to the system between September 15 and February 1 of the current year.

"Foreign Scholars in the U.S.
Who are they? Where are they?
What are they doing here?"

Prepared by Heather Olson Pilkington
December, 1988

Over the past decade there has been a constant increase in the number of foreign scholars attached to American colleges and universities. Although this increase is apparent to those on campuses, it has merely been observed and not quantified. Most foreign scholars are involved in research, and are therefore not matriculated on the campuses at which they are working and thus are not included in the data supplied by academic institutions for the publication Open Doors.

One may question whether there is any need for this type of data or whether the need would justify the amount of work which gathering this data would entail. If there is to be an accurate picture of international educational exchange, it is necessary to include all of its components. By excluding data on foreign scholars, the total number of people involved in international educational exchange is grossly under represented, and the numbers from any one country may be distorted. A case in point is the People's Republic of China which sends more scholars to the U.S. than there are students coming from most other countries.

With accurate data concerning foreign scholars, their countries, and their academic areas, the ever recurring discussion of the "brain drain" could be addressed from a positive standpoint. Most visiting scholars are in the United States only for a short term stay, as opposed to students who are usually here for a much longer period, and scholars do return to

their country. Rather than a drain there is collaboration which the participants find mutually beneficial.

Granting that accurate data on foreign scholars would be useful, would it justify the amount of work entailed in gathering the data? At a recent meeting of the Council of Advisors to Foreign Students and Scholars of the National Association for Foreign Student Affairs, the initial resounding answer was "no." However, on further discussion each of the points originally raised as a negative became a point in favor of gathering the information.

Most of the participants in the discussion raised the same objections. The first point was the one of definition. In truth, there is no consistent definition for a foreign scholar: the term may be viewed in a generic sense as anyone who is self-identified as a foreign scholar; the foreign scholar may be sponsored by the institution in which he is working, by an agency or organization, by his government or our government, or may be paying his own way; the foreign scholar may be on an exchange visitor visa (J-1), may be on a foreign student visa (F-1) as a post-doc, may be on a visa for individuals of outstanding merit and ability (H-1), or, if not being paid by the institution and in the United States for only a short period of time, may even be on a tourist visa (B-1 or B-2), though this is unlikely.

In order to quantify the number of foreign scholars who are in the United States at any one time, it would be necessary to set up some criteria, of which visa classification may be the least useful. Minimum length of stay might be a better starting point in trying to define "foreign scholar." As with the term "foreign student," there may be agreement on a basic definition, with the understanding that there may also be an entire group of people who do not fit the agreed upon definition. Within the definition of "foreign student" is a subset of students who are studying English as a second language, and for whom there are different requirements and benefits. The same may prove to be the case with foreign scholars. Those who are here for less than a specified period, whether it is an academic term, an academic year, or a twelve month period may be identified by a different term. It is not the terminology which is important, but the definition. Without a standardized definition the survey would provide useless data.

A second point raised in the discussion by the participants to the CAFSS meeting was that there was no focal point on campus for information on scholars other than the responsible officer who issues the forms IAP-66. Those scholars who are not sponsored by the institution must rely on the academic department or professor with whom they will be working for assistance in acquiring services. It became obvious that the gathering of data on foreign scholars was as important at the institutional level

for determining who and where the scholars are and insuring that they receive the services they need as it is maybe for larger public policy purposes.

In order to gather the data needed it would be necessary to locate the foreign scholars on campus, to identify the points of institutional contact, and to communicate with the various offices and individuals who work with the scholars. The effort might even encourage more uniformity of commitment and support services to foreign scholars across campuses, and include services for scholars who are not sponsored by the institution. By acquiring the information requested, the office responsible for foreign scholars would also acquire a tool with which to demonstrate the need for services to scholars--something which many institutions have as yet failed to reconcile.

Though the bulk of foreign scholars will be found in large research universities, these are not the only places in which foreign scholars may be found. Many, if not all, government supported research institutions such as the Centers for Disease Control, the National Geological Survey, and the National Institutes of Health host foreign scholars. In order to ensure the most accurate survey possible it would be necessary to send the survey to as broad a spectrum of institutions and institutes as possible--at least initially. To exclude any of the components of the academic community in the initial survey could

bias the data, whereas, surveying a wider spectrum of institutions initially would show if there is any portion of the academic community which has a large number of scholars but which would have been overlooked had the survey been limited to the major research universities. Once that has been determined, future surveys could be limited to the types of institutions which responded initially.

Another recurring question is where to send a survey form if the foreign student office on an institution deals only with foreign students. If it is sent to the president it will probably not be returned. If it is sent to the foreign student office, the adviser will know who has the information, if indeed it is not actually the foreign student adviser who deals with foreign scholars.

Since there will continue to be a need for follow-up with those institutions who are non-responders, perhaps assistance in this regard might be coordinated through the CAFSS regional representatives working through the state representatives. Since there will be many fewer institutions with foreign scholars than with foreign students, this should be a much simpler task than with the student survey.

Based on past experience with foreign student data collecting, it will take several years for the required mechanisms to be in place and to function routinely. However, if the information needed is ever to be available, the process must begin. In time, the data will be useful, not only at the institutional level, but also to those who are formulating public policy concerning international educational exchange.

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